

## EMPLOYEE RELATIONS COMMITTEE MINUTES

November 5, 2009

The Employee Relations Committee of the Grant County Board of Supervisors met in the Grant County Administration Building, Room 266, Lancaster, WI, on Thursday, November 5, 2009, at 10:00 a.m.

The meeting was called to order by Chair Maynard Behncke. Larry Wolf, seconded by John Patcle, moved that the meeting was in compliance with the open meeting law. Motion carried unanimously.

The roll was called and a quorum was present. The following committee members were present: Maynard Behncke, Tony Runde, Robert Keeney, Larry Wolf and Lester Jantzen. Also in attendance were County Board Chair John Patcle and Personnel Director Joyce Roling.

Lester Jantzen, seconded by Robert Keeney, moved to approve the agenda. Motion carried unanimously.

Tony Runde, seconded by John Patcle, moved to approve the September 30, 2009 minutes. Motion carried unanimously.

Tony Runde, seconded by Larry Wolf, moved to approve the October 1, 2009 minutes. Motion carried unanimously.

### Computer Committee Requests

Larry Wolf, seconded by Lester Jantzen, moved to approve the change of the name and titles of positions and office to reflect Information Technology instead of Information Services. Motion carried unanimously.

Linda Gebhard presented the Computer Committee request to remove the IT Office from her Department and create its own Department. Information technology has grown in the county to a point where it doesn't make sense to continue to try to keep up with the requests and supervision through the Clerk's office. The budget is already separated within the Clerk's budget now and IT has its own committee. There would be no increase in costs as there would not be wage increases. The position of IT Manager will be replaced with IT Director. The position will be posted as a new position and current employees can apply. Robert Keeney, seconded by Larry Wolf, moved to approve to recommend approval of creating an IT Department to the county board. Motion carried unanimously.

### Social Services Request

Fred Naatz presented a request to create two Registered Nurse positions for family care effective February 1, 2010. The cost of the nurses would be included in the formula for billing for the services with the intent of no cost to the county. Maynard Behncke, seconded by Tony Runde, moved to approve the two positions. Motion carried unanimously.

### Directors Report

The committee discussed the 2010 Performance Evaluation process for department heads. After discussion, the committee directed Joyce Roling to change the process of doing the department head evaluations. In an effort to improve and get the most out of performance evaluations, the process of completing the evaluations will change slightly. Beginning in January, instead of the performance appraisals being done during a committee meeting, the department head will meet with their Committee Chair, County Board Chair, and the Personnel Director at a separate time. The Personnel Director will facilitate and schedule meeting times.

The committee still has input in the evaluation. It is the Committee Chair's responsibility to get input from the committee members; either one on one with members or by discussion at a meeting. The Committee Chair, the County Board Chair and the Personnel Director will meet to compile the information, review previous evaluations, and complete the form. They will then meet with the Department Head to review the results. It was suggested that Joyce Roling discuss this procedure with the Corporation Counsel to make sure we continue to be in compliance with county policy.

Joyce Roling updated the committee on the focus group that she and John Patcle attended in Madison with a diverse group of local government officials to discuss and propose ways of working together that will allow for better efficiency.

Upcoming training for Managers and Supervisors will consist of recognizing drug and alcohol abuse in the workplace, the Electronic Communication policy and the proper way of writing agenda's. This training will be made available in November and December.

The kickoff for open enrollment for employee benefits was October 26<sup>th</sup>. Employees have until the end of November to make changes to their benefits. The effective date for the change will be January 1, 2010.

Joyce Roling discussed the staffing report for this past month. Total Grant County Employees are as follows:

Full time Benefit	283
Regular Part time Benefit	117
Part time	24
Limited term and seasonal	183
TOTAL	607

#### Closed Session

Robert Keeney, seconded by John Patcle, move to go into closed session per state statute 19.85 (1) (e) regarding personnel matters and contract negotiations. Roll call vote was unanimous.

Tony Runde, seconded by John Patcle, moved to come out of closed session. Motion carried unanimously.

#### Adjournment

Tony Runde, seconded by John Patcle, moved to adjourn to December 3, 2009 at 10:00 a.m. Motion carried unanimously.